



## **Linetec Inbound Trucking Guidelines**

The following guidelines have been established to better serve those customers who utilize Linetec trucks in transporting their materials for finishing.

1. Your Linetec Account Representative must be notified of any request for a Linetec pick-up via fax or e-mail of a completed Linetec Inbound Form. Faxed notifications can be sent to (715) 843-4107 or (800) 236-2589 for paint finishing and (715) 843-4778 for anodize finishing. Your Account Representative's e-mail address can be obtained upon request.

### **Notifications of pick-ups must be faxed or e-mailed no later than:**

- Milwaukee area customers. 4:00 pm Thursday - the week prior to scheduled pick-up / delivery
  - Chicago area customers. 4:00 pm Monday - the week of scheduled pick-up / delivery
  - Lower Michigan / Indiana / Ohio customers. 3:00 pm Thursday - the week prior to scheduled pick-up / delivery
  - Eastern U.S. customers. 4:00 pm Tuesday - the week prior to scheduled pick-up / delivery
  - Midwest customers (Iowa / Missouri). 4:00 pm Thursday - the week prior to scheduled pick-up / delivery
  - Southern U.S. customers. 4:00 pm Thursday - the week prior to scheduled pick-up / delivery
2. The Linetec Inbound form requires complete information of the following:
    - Pick-up date
    - Customer name
    - Pick-up address
    - Phone number and contact
    - Your purchase order or job name
    - Linetec sales order or quote number (when known)
    - Shipping packaging type, quantity of each, estimated weight and anticipated trailer space
    - Loading method

3. Customers are responsible to supply the Linetec driver with a DOT approved Bill of Lading as required by law at the time of pick-up. (Packing Lists are not DOT approved.)
  - Bill of Lading must include Shipper, Address (City, State, Zip Code), number of packages, weight and carrier (Linetec Trucking).
  - When shipping materials that require both paint and anodize finishing, Linetec requires the separation and tagging of materials by finish type. This shipment should also have separate packing lists per finish for ease of identification and should be listed separately on Bill of Lading.
    - Example - 10 packages - Linetec Paint - 1000 lbs
    - 8 packages - Linetec Anodize - 800 lbs
4. Customers are responsible for proper and sufficient packaging of their materials for shipment. This includes both outer and inner packing of materials.
5. Linetec reserves the right to:
  - Change trucking schedules for any reason.
  - Refuse any request for a pick-up for any reason.
  - Refuse any part or full pick-up at the customer dock that is not properly packaged that could result in damage to your material while in transit.
  - Refuse to pick-up at the customer dock of any material that wasn't included in the Linetec Inbound form.
6. Linetec is not responsible nor will take liability for:
  - Damage of materials due to improper packaging.
  - The number of individual pieces or parts within each package.
  - Any damage or shortage noted on customer Bill Of Lading by the Linetec driver at time of pick-up.
7. Linetec is responsible and will take liability for:
  - Carrying insurance on customer materials being transported on Linetec trucks for damages that could occur in an accident due to bad weather or with another motor vehicle.
  - The number of packages that are listed on Bill of Lading and verified upon pick-up.
  - Loading and unloading of customer's material on Linetec trucks when Linetec driver is present.